

**BY ORDER OF THE COMMANDER  
WRIGHT-PATTERSON AIR FORCE BASE**

**WRIGHT-PATTERSON AIR FORCE BASE  
INSTRUCTION 10-401**



**19 FEBRUARY 2015**

***Operations***

***INSTALLATION PLANS***

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This instruction implements AFI 10-401, *Air Force Operations Planning and Execution*, and AFMAN10-401V2, *Planning Formats and Guidance*. This instruction has been developed to provide guidance to 88th Air Base Wing (88 ABW) units in carrying out their responsibilities in the 88 ABW planning process and to standardize all installation-level contingency response and select special event plans developed for the 88 ABW and Wright-Patterson Air Force Base (WPAFB). Wartime Contingency Plans (OPLANS) are managed by 88 LRS/LGRD and are not affected by this instruction. WPAFBI 10-401 describes installation plans and program duties and responsibilities, plan preparation, administrative procedures, and plan formats. WPAFBI 10-401 is not intended to replace or supersede joint or higher headquarters guidance. If there is a conflict between this instruction and guidance from a higher command, please notify the WPAFB Plans Manager (88 ABW/XPX) of the conflict. Users of this instruction should familiarize themselves with the referenced guidance. WPAFB personnel are authorized to reproduce or extract any portions necessary for planning and operational purposes. Organizations have 120 days from date of publication to implement a request for waivers or exceptions to criteria stipulated within. Any organization may supplement this instruction. This publication does not apply to the Air National Guard or the Air Force Reserve Command (ANG/AFRC) units. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Send comments and suggestions about this publication for the improvements on AF Form 847, *Recommendation for Change of Publication*, to the Office of Primary Responsibility (OPR).

***SUMMARY OF CHANGES***

This instruction has been updated to include the use of the 88 ABW Plans Management SharePoint site.

## Chapter 1

### RESPONSIBILITIES

#### 1.1. Responsibilities.

**1.1.1. The 88 ABW Planning Process.** This section provides an overview of the WPAFB planning process and the interrelationships of the necessary agencies involved. This process is designed to facilitate the development, maintenance, and updating of all WPAFB installation-level plans the 88 ABW is tasked to support. This instruction only applies to 88 ABW/installation-level plans (plans in which multiple installation agencies are tasked for input and are signed by the Installation Commander (88 ABW/CC)). Individual units may use this document as a guide.

**1.2. Responsibilities.** This section spells out the specific responsibilities of each agency in the planning process.

##### 1.2.1. Director, Plans and Programs Division (88 ABW/XP).

1.2.1.1. Administer the 88 ABW planning program.

1.2.1.2. Appoint a WPAFB Plans Manager to facilitate the 88 ABW planning program.

1.2.1.3. Be responsible for approving all plan changes and reviews.

1.2.1.4. Sign the Memorandum of Transmittal on all 88 ABW plans as designated by the 88 ABW/CC. Effective date for this memorandum shall be the date of approval by the 88 ABW/CC.

##### 1.2.2. WPAFB Plans Manager.

1.2.2.1. Manage the WPAFB plans process.

1.2.2.2. Develop a plans instruction (this document), outlining specific information essential to the continuity of plans responsibilities.

1.2.2.3. Prepare a listing of all WPAFB Plans on the 88 ABW Plans Management SharePoint site at <http://go.usa.gov/DtQP>. Upon approval of any plan revision, the WPAFB Plans Management SharePoint site will be updated.

1.2.2.4. Coordinate and delegate necessary tasks for preparation of functional area inputs with action officers (AO) for each plan.

1.2.2.5. Review and approve all installation-level plans before final submission, publication, and distribution. After receiving group/unit coordination, 88 ABW/XP and 88 ABW/JA legal review, forward the plan to the 88 ABW/CC for signature of the plan.

1.2.2.6. Ensure approved plans are posted to 88 ABW/XPX Plans Management SharePoint site: <http://go.usa.gov/DtQP> and proper distribution to affected organizations IAW Annex Z of each plan.

1.2.2.7. Establish an effective base plans annual review program. Each reviewed plan will be listed in the WPAFB Plans Management SharePoint site with a scheduled date for the next review.

1.2.2.8. Monitor and document all plan preparation, review, revision, and change actions through appropriate suspense deadlines and follow-up actions.

1.2.2.9. Maintain copies of the necessary staffing document formats/examples on the WPAFB Plans Management SharePoint site for each plan.

1.2.3. 88 ABW Unit Commanders/Directors. Commanders/Directors, both at the group and unit level, are integral to the plans process. Commander/Directors must ensure the following:

1.2.3.1. That coordination procedures are followed within their unit and that all necessary unit agencies have coordinated accordingly.

1.2.3.2. That plans suspense deadlines are met.

1.2.3.3. Units which are an OPR for a base plan will designate the office responsible for the plan.

1.2.4. Unit Plan OPRs. The Unit Plan OPR is responsible for the development and maintenance of their organization's plan. Each organization responsible for a plan will appoint a primary and alternate point of contact (POC). Some examples of OPRs are 88th Security Forces Squadron Plans Section (88 SFS/S5) for the Integrated Defense Plan and 88th Civil Engineer Directorate Emergency Management Office (88 ABW/CEXX) for the WPAFB Installation Emergency Management Plan (IEMP) 10-2. Plan OPRs will:

1.2.4.1. Notify 88 ABW/XPX of the intent to produce or change an 88 ABW plan or annex in accordance with the annual review, out-of cycle change or other applicable guidance (HHQ directive, etc.).

1.2.4.2. Comply with the procedures and formats in this instruction and all applicable referenced publications when preparing a new plan, or revising or issuing a change to an existing plan.

1.2.4.3. In conjunction with 88 ABW/XPX, conduct an annual review of all plans for which the organization is OPR or when governing directives or an organizational change dictates a review.

1.2.4.4. Prior to initiating annual review process and following consolidation of Group/Unit coordination comments, provide 88 ABW/XPX an electronic copy of the draft plan in Microsoft Word format.

1.2.4.4.1. After Group/Unit coordination, ensure all Group/Unit coordination comments are properly adjudicated and annotated in the electronic comment matrix located at <http://go.usa.gov/krs9>.

1.2.4.4.2. In order to properly deconflict all Group/Unit coordination, plan POCs will provide commenting Office of Coordination Responsibility (OCRs) justification in regards to final determinations made when an OCR's comment/recommendation is rejected or modified.

**1.3. Plans Maintenance.** Each WPAFB unit will ensure they maintain access to the WPAFB Plans Management SharePoint site.

**1.4. Operations Security (OPSEC).** Protection of Critical Information (CI) within WPAFB plans, checklists, and plans correspondence is vital to security and mission accomplishment of operations. OPSEC applies to all activities that prepare, sustain, or employ forces during all phases of operations. CI concerning personnel, logistics, training, and operational matters which, when properly correlated to reveal operational capability, must be identified in the plan to ensure those implementing the plan know what needs to be protected for the plan's successful execution. Plans OPRs must remain aware, at all times, of the need to safeguard CI. While Plans OPRs must incorporate a strong sense of OPSEC responsibility into all plans, checklists, and operating instructions (OIs), all WPAFB personnel affected by the plans are responsible for ensuring OPSEC.

**1.5. Classification Management.** WPAFB plans, or their annexes that are classified, must be marked and safeguarded according to their highest level of classification. It is the responsibility of the information holder to properly mark, safeguard, transmit, destroy, and allow access per DoD Manual 5200.01, Vols 1-4, which cover the DoD Information Security Program, and AFI 31-401, *Information Security Program Management*.

**1.6. Controlled Unclassified Information Storage.** Plans containing Controlled Unclassified Information (CUI) should be marked and protected as required against public disclosure. See DoDM 5200.01-V4, *DoD Information Security Program: Controlled Unclassified Information*.

## Chapter 2

### PREPARING AND UPDATING PLANS

#### 2.1. Preparing and Updating Plans.

**2.1.1. Plan Development.** Anyone with knowledge of a requirement to produce a plan should notify 88 ABW/XPX to ensure proper coordination and tracking. Any installation plan which tasks multiple organizations should be incorporated into the WPAFB plans process.

**2.2. OPR Determination.** The OPR for WPAFB plans is determined by the source document requiring the plan or 88 ABW/CC tasking its creation. Normally, the 88 ABW OPR is functionally aligned with the HQ AFMC OPR.

**2.3. Identifying Plans.** WPAFB plans are assigned a title to coincide with the title of the higher headquarters plans they support or as specified by higher headquarters directive (if applicable). If there is no higher headquarters directive, or it is a base-level plan, see 88 ABW/XPX for identification guidance prior to proceeding with coordination. Unless specifically required, Air Force Instruction numbers will not be used in conjunction with WPAFB plan names.

2.3.1. Many plans are incorrectly labeled as “OPLAN” because they contain some type of operational activity. An Operations Plan (OPLAN) is a unified or major command plan for fighting a war or contingency operation. It will contain data and will direct units in contingency operations, provide deployment data, etc. The creation of an OPLAN must be approved by the Chairman, Joint Chiefs of Staff.

2.3.2. An installation-level plan that is not supporting a higher headquarters plan is labeled as such, e.g., WPAFB Installation Deployment Plan. For further guidance, consult AFMAN 10-401V2, *Planning Formats and Guidance*, or Joint Operation Planning and Execution System Volume 2 (JOPESV2). There is no “base OPLAN.” If a plan OPR determines there is a conflict between this instruction and any higher headquarters guidance, notify 88 ABW/XPX immediately.

**2.4. Plan Format.** 88 ABW plans are written in the format described in this instruction unless otherwise prescribed in a higher headquarters directive. This instruction is based on AFMAN 10-401V2. Administrative details are provided in Chapter 3. Deviations should be kept to a minimum to maintain standardization. Refer to DoDM5200.0-V1, for guidance on preparation and marking of classified plans.

**2.5. Plan Suspense.** Plan OPRs, tasked OCRs, and reviewing agencies, must make every effort to meet suspense deadlines for annual reviews, changes and revisions. 88 ABW/XPX will route the plan for annual suspense and contact Plan OPRs and reviewing agencies if they fail to meet suspense in order to determine status. During initial group/unit coordination, it is mandatory that all organizations provide feedback. A formal higher headquarters (HHQ) plans tasking requires sufficient lead time to ensure suspense deadlines are met. Local suspense will be determined by the amount of lead time provided by HHQ. All suspense requirements can only be achieved with the full cooperation of all WPAFB Commanders/Directors, 88 ABW/XPX, and Plans OPRs.

**2.6. Plan Preparation Process.** Any unit wishing to or tasked to develop a plan should first consult 88 ABW/XPX to determine if a similar document already exists. The unit will then gather the necessary information and build the plan according to the guidance in this document and any applicable HHQ documentation. Refer to Paragraph 2.9 for coordination procedures.

**2.7. Plan Review Process.** A plan is reviewed, unless indicated elsewhere, on the anniversary of its publication. 88 ABW/XPX will facilitate the review process for all plans identified in the WPAFB Plans Management SharePoint site. Remember to consider the impact of Host-Tenant Support Agreements (OPR: 88 LRS/LGRD) when making adjustments to WPAFB plans. The review is intended to identify areas requiring updates, changes, modifications, etc.

**2.7.1. Identifying Changes.**

2.7.1.1. All plan updates or changes will include a Memorandum of Transmittal letter (Change Page). Paragraph 1 of the Memorandum of Transmittal will contain the date of the change, the date of the basic plan and the classification (if classified) of the basic plan.

2.7.1.2. A copy of the distribution list must be attached to the Memorandum of Transmittal. If a new Annex Z is accomplished, a distribution list is not required. The “To” element should read: “See Attached Distribution List” or “See Annex Z.”

2.7.1.3. Page Changes. Re-accomplish all pages on which changes occur and place the change number and date of the change in parentheses below the page number; for example: (“Change 1, 30 Jun 2014”). To indicate new or changed material, list all changes in process or procedures on a page following the paragraph 5 Annual Review in the security instructions section.

**2.7.2. Out-of-Cycle Review.** Director, 88 ABW/XP, or WPAFB plans OPRs can direct an out-of-cycle review of any plan for which they are the OPR. An out-of-cycle review is when the review process is initiated at any time other than a plan’s annual review date. Out-of-cycle reviews should only be initiated when major changes are required as a result of new or revised higher headquarter guidance. Major changes include the addition or deletion of functional requirements which affect an organization’s ability to conduct their mission essential tasks.

**2.8. Plan Revision Process.** A plan revision may be issued if total adjustments (any new or previously changed material) affect 40 or more percent of the plan, or if the plan has completed three consecutive review cycles without a change. The revision process is detailed in the checklist located in [Attachment 2](#). Plan format examples are provided in Chapter 3. Comply with all checklist steps and information in this instruction when preparing a plan revision. When a plan revision is accomplished, the publication date of the plan will change (and subsequently its annual review date) to the date the revision was signed by the Director, 88 ABW/XP. Follow the coordination steps as outlined in **paragraph 2.9.**, to accomplish a plan revision.

**2.8.1. Issuing Changes Following Plan Review.** Follow the coordination procedures outlined in **paragraph 2.9**, for issuing changes. Changes will be coordinated with all agencies affected by the change and approved by the Director, 88 ABW/XP, prior to publication.

## 2.9. Coordination Process.

2.9.1. 88 ABW/XPX will provide direction and oversight of the coordination process. The WPAFB Plans Manager (88 ABW/XPX will obtain initial group/unit coordination via Electronic Staff Summary Sheet (E-SSS)). All 88 ABW group/unit commanders and staff agencies and tasked elements in the plan will receive an E-SSS for shotgun coordination. Inputs will be directly input into the electronic comment matrix on the Plans Management SharePoint site. The plan POC will approve/modify/reject all comments, making proper coordination with the OCR on comments either modified or rejected. The consolidated draft plan will be provided to the WPAFB Plans Manager for further disposition.

2.9.2. Staff Judge Advocate (SJA). 88 ABW/JA will provide legal coordination/review on all WPAFB plans after all other agency reviews on the E-SSS and just prior to 88 ABW/CC review. Comments made will be adjusted in the plan by the plan POC and a copy of the plan will be forwarded to the Plans Manager for further action.

2.9.3. 88 ABW/CC Approval. 88 ABW/CC will approve only newly generated plans or those that have gone through the revision process. The Director, 88 ABW/XP, will approve annual plan reviews (See [paragraph 2.7](#)). WPAFB Plans Manager will generate an E-SSS to obtain 88 ABW/CC approval of the plan. Director, 88 ABW/XP, will sign the Memorandum of Transmittal and the 88 ABW/CC will sign the basic plan. All WPAFB plans must be reviewed by 88 ABW/XP prior to final coordination to the 88 ABW/CC.

## 2.10. Plan Reproduction and Distribution.

2.10.1. Hardcopy Reproduction. As required, individual organizations will be responsible for hard copy reproduction of plans. (See [paragraph 3.3.](#), for specific marking guidance). To save paper, plans may be reproduced electronically.

2.10.2. Distribution.

2.10.2.1. Distribution Statements. OPRs responsible for plans classified as “CONFIDENTIAL,” or “SECRET,” will determine the need to mark Plan Covers with Distribution Statements IAW DoDI5230.24, *Distribution Statements on Technical Documents*.

2.10.2.2. WPAFB Plans Manager will distribute plans via email (NIPRNET or SIPRNET depending on classification of the plan) in accordance with Annex Z.

2.10.2.3. Unclassified and “For Official Use Only” plans will be posted to the 88 ABW/XP Plans Management SharePoint site unless otherwise exempted by the Director, 88 ABW/XP. If a plan contains specific OPSEC CI Listing, consideration will be given to exempt the plan from posting to limit access to the CI list.



## Chapter 3

### PLANS FORMAT

#### 3.1. Plans Format.

3.1.1. **Plan Elements.** Plans are comprised of a number of elements including a cover page, letter of transmittal, table of contents, security instructions (with record of changes and record of review), plan summary, basic plan, annexes, appendices and tabs. All WPAFB plans will include these elements in the order listed, unless specified otherwise in HHQ directives:

3.1.1.1. **Plan Cover.** The front cover must show the issuing installation, full title of plan, date of the plan, and a picture of the Team Wright-Patterson shields. All cover page text should be Times New Roman, 24-font, and bold. See Paragraph 3.3 for instructions on properly marking the plan's classification. As required, CUI guides with distribution statements will be centered on the bottom of the page.

3.1.2. **Memorandum of Transmittal.** The Memorandum of Transmittal of a plan should identify the reason for preparing the plan. The need for preparing further supporting plans must be specified. The OPR for the plan must be identified and disposition instructions must be included when the plan supersedes a previous plan. The Memorandum of Transmittal is not numbered and is signed by the Director, 88 ABW/XP. The date of the transmittal letter should be the same as that of the plan. The transmittal letter should include the Department of the Air Force heading and a picture of the Department of Defense seal. Within the body of the transmittal letter, include a link to the 88 ABW/XPX Plans Management SharePoint site (<http://go.usa.gov/DtQP>).

3.1.3. **Table of Contents.** The Table of Contents will include the first page of each section. It will also include elements published separately. Identify each Annex, Appendix and any other attachments included within the document. The Table of Contents page is also the first numbered page in the document (page will be numbered "i").

3.1.4. **Security Instructions and Record of Changes/Reviews.** The security instructions must include the long and short titles of the plan, the classification requirements, and should state any reproduction limitations. The Record of Changes/Record of Annual Review should include two tables for posting changes within the document. The last page of the section should be a blank page listing substantive and procedural changes to the plan.

3.1.5. **Plan Summary.** The plan summary may be used for all plans. It provides a brief review of the mission, general situation, concept of operations, and commander's appraisal of the logistics and personnel feasibility of the plan.

3.1.6. **Basic Plan.** The basic plan should consist of five major paragraphs (Situation, Mission, Execution, Administration and Logistics, and Command and Signal). Additional paragraph headings may be included to fit the needs of the plan. The basic plan will be signed by the 88 ABW/CC unless higher headquarters format dictates another format. The five paragraphs of the basic plan must be listed in every plan, even if they are not applicable. If they do not apply, "Not Applicable" will be inserted after the paragraph title (for example, "4. ADMINISTRATION AND LOGISTICS. Not Applicable."). This method permits

standardization and enables planners to refer immediately to a standard paragraph when seeking specific information. The only exception from the basic plan format is when there is a specified format provided by higher headquarters guidance.

3.1.7. Attachments. Attachments to the basic plan listed in order of increasing detail are Annexes, Appendices, Tabs, and Exhibits. The basic plan should refer to each annex that has been prepared; however, information provided in the basic plan is not normally repeated in the attachments. If other attachments are used, the planner should refer to appendices in the text of the annex and to any tabs in the text of the appendix. The table of contents should contain a listing of all Annexes, Appendices, Tabs, Exhibits, and Maps. Annexes used for the plan should be listed on the final page of the basic plan after the 88 ABW/CC signature block. Other attachments (appendices, tabs, exhibits, or maps) are listed on the final page of any attachment that has further attachments.

3.1.7.1. Annex. An Annex is produced by a functional area (Operations, Logistics, etc.) and describes the concept of mission support by the functional area. It contains detailed information for a specific organization or subject. Each annex will vary on the contents. All WPAFB plans will contain, as a minimum, Annex A (Task Organization) and Annex Z (Distribution). Per AFMAN 10-401V2, the letters "I" and "O" must not be used as annex designators. Deviations to this format may be approved by the WPAFB Plans Manager. The Annex format is identical to the Basic Plan format.

3.1.7.1.1. The Task Organization annex lists all units that are required to act on the contents of the plan. The Task Organization annex is always listed as Annex A.

3.1.7.1.2. OPSEC. OPSEC should be discussed in the Plan Summary or Basic Plan.

3.1.7.1.3. Distribution List. The distribution list informs users which agencies and headquarters should ensure access to the plan via the 88 ABW/XP Plans Management SharePoint site. As a minimum, the WPAFB Plans Manager will notify all tasked organizations, AFMC Command Center, WPAFB Crisis Action Team, WPAFB Emergency Operations Center and 88 ABW/CCIE when a plan is published, reviewed, and/or changed. Distribution to AFMC staff agencies may be required. Plan OPRs will check with their functionals to determine required distribution to higher headquarters. Additional distribution is determined by the plan OPR. Addressees must advise plan OPRs of necessary changes to the distribution list. The distribution list is designated Annex Z in WPAFB plans.

3.1.7.2. Appendix. An appendix is a subordinate addition to an annex. It includes information too lengthy or detailed for the basic annex. Normally, each appendix is devoted to a major category of information. For example, if a plan requires more than one response option, a separate appendix could be used to address each option. Formatting for an appendix is identical to the Basic Plan and the Annex.

3.1.7.3. Tab. A tab is a further subdivision of an appendix used to organize and clarify the presentation of detailed data. Tabs are prepared in the same general format as appendices.

3.1.7.4. Exhibit. An exhibit is a further subdivision of a tab to enable the planner to organize the portrayal of greater levels of detail.

**3.2. References.** List documents that are required for complete understanding of the annex or appendix. Do not duplicate references in annexes or appendices that are listed in the basic plan. If no references are required, continue with the next paragraph. Additional information concerning plan format is available in AFMAN 10-401V2.

**3.3. Plan Marking.** It is imperative that plans are marked with their appropriate classification levels. The highest classification level of CONFIDENTIAL, SECRET, and TOP SECRET documents must be displayed on the front and back cover. The front cover will contain classification instruction to include: Derivative or Original Classifier; Derived From; Declassify On. Each interior page will have either the highest classification of the document or classification of that page displayed on the top and bottom. Each paragraph will be marked to indicate the classification of that paragraph and any caveats such as RELTO. Further marking guidance is found in DoDM 5200.01-V1, *DoD Information Security Program: Overview, Classification, and Declassification*.

3.3.1. Headers. Starting after the Memorandum of Transmittal Letter, include a right aligned header on the rest of the document that reads “HEADQUARTERS 88TH AIR BASE WING (AFMC) WRIGHT-PATTERSON AFB, OHIO 45433-5320,” bolded.

3.3.2. Watermarks. All plans in the review process need to have a text watermark that reads “DRAFT” diagonally throughout the entire document until the document is sent to the 88 ABW/CC for approval signature.

3.3.3. Unclassified. At a minimum, all plans generated by the 88 ABW will be marked “UNCLASSIFIED.” Mark plans with “UNCLASSIFIED” at the bottom of the front cover and the back cover, and the top and bottom of each page in the header and footer.

3.3.4. For Official Use Only (FOUO). An unclassified document containing FOUO information shall be marked "For Official Use Only" at the bottom on the outside of the front cover (if any), on each page containing FOUO information, and on the outside of the back cover (if any). Each paragraph containing FOUO information shall be marked as such in accordance with AFI 31-401.

**3.4. Paragraph Numbering.** Designations for subdividing and numbering paragraphs will use a numeric system. (Ex: 3., 3.1., 3.1.1., 3.1.2., 4).

### **3.5. Page Numbering.**

3.5.1. Pages are numbered at the bottom center to indicate the page order within each element of the plan. Thus, page C-1-A-3 denotes page 3 of Tab A to Appendix 1 to Annex C.

3.5.2. Each new “section” (basic plan, annex, appendix, tab, etc.) must start on a front (odd) page. Pages marked “THIS PAGE INTENTIONALLY LEFT BLANK” will be inserted as needed to ensure this requirement happens.

3.5.3. Plan covers and Memorandum of Transmittal will stand alone (nothing printed on the back). **EXCEPTION:** Page numbers and/or “THIS PAGE INTENTIONALLY LEFT BLANK” may appear on the back of Memorandum of Transmittal.

**3.6. Capitalization and Underlining Guidance.**

3.6.1. References to specific annexes and other attachments are in this format: **Initial Capitals**.

3.6.2. Paragraph titles are capitalized and underlined, as in this format: SOLID CAPITALS.

3.6.3. Subparagraph titles are expressed as in this sample: Initial Capitals.

3.6.4. Sub-subparagraphs and all subtitles are not underlined and are expressed as in this format: Initial Capitals. An exception to this rule applies where agencies are identified or tasked; these will be capitalized.

**3.7. Text Spacing and Sizing.** Text is single-spaced, Times New Roman font, 12 point. However, a smaller font size may be used at the discretion of the plan OPR to conserve paper if the plan is of an excessive length. No font size smaller than 10.5 point will be used in the main body of the text. Margins will be set to 1 inch.

**3.8. Dates.** Each separate element of a plan must bear the date of issue or revision. Until a plan is revised, all elements should bear the same date of issue.

**3.9. Abbreviations.** The first time a title, designation, or acronym is used in an element of a plan that is not contained in the glossary, it must be spelled out and immediately followed by the approved abbreviation, for example, Crisis Action Team (CAT). Within that element of the plan, the abbreviation alone may be used thereafter.

JOHN M. DEVILLIER, Colonel, USAF  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

88 ABW Operations Security Plan

AFI 10-401, *Air Force Operations Planning and Execution*, 7 December 2006

AFI 31-401, *Information Security Program Management*, 1 November 2005

AFMAN 10-401V2, *Planning Formats and Guidance*, 1 May 1998

AFMAN 33-302,

AFMAN 33-363, *Management of Records*, 1 March 2008

DoDI5230.24, *Distribution Statements on Technical Documents*, 23 August 2012

DoDM5200.01-V1, *DoD Information Security Program: Overview, Classification, and Declassification*, 24 February 2012

DoDM5200.01-V4, *DoD Information Security Program: Controlled Unclassified Information (CUI)*, 24 February 2012

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

## Attachment 2

## PLAN PREPARATION AND REVISION CHECKLIST

Figure A2.1. Plan Preparation and Revision Checklist

**NOTE:** This checklist is designed to help with the preparation of new plans or the revision of existing plans. For plan revisions, run this checklist after the plan review process is complete.

**FORMAT****YES – NO – N/A****Complete**

- |  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| 1. Notify WPAFB Plans Officer (674-3174) of requirement to prepare or revise plan.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Review requirements with 88 ABW/XPX before starting work on the plan to ensure correct coordination process requirements are met. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Prepare first draft.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| A. Concept of Operations clearly understood, defined, and realistic.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Plan fully supports HHQ plans or other governing directives.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Plan format is in accordance with AFMAN 10-401V2, WPAFBI 10-401, and/or HHQ plan/directives it supports.                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| D. Determine requirements for annexes/appendices/tabs.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| E. Include all key elements in the plan (except when otherwise directed).  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (1) Cover.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (2) Memorandum of Transmittal.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (3) Table of Contents.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (4) Security Instructions and Record of Changes.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (5) Plan Summary.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (6) Basic Plan.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (7) Annex A - Task Organization.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (8) Appropriate annexes, appendices, and tabs.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (9) Annex Y - Glossary. (when appropriate and useful)  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (10) Annex Z - Distribution  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| F. Plan elements follow standard formats provided.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| G. Signature blocks correct (88 ABW/XP on Memorandum of Transmittal, 88 ABW/CC on basic plan).                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| H. Plan properly marked.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I. Table of Contents accurate (annex/appendix/tab titles/page numbers correct).  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



## Attachment 3

## PLAN CHANGE CHECKLIST

Figure A3.1. Plan Change Checklist

**NOTE:** This checklist is designed to help with the preparation of plan changes. Run checklist after the plan review process is complete.

	<u><b>YES</b></u>	<u><b>NO</b></u>	<u><b>N/A</b></u>
1. Notify 88 ABW/XPX that change is required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Incorporate plan review findings into change format.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Coordinate change with all affected organizations and 88 ABW/XPX.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Incorporate inputs and re-coordinate as required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Submit completed change and all coordination to 88 ABW/XPX for approval.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. After change is approved, obtain plan OPR commander/staff agency chief signature on the Memorandum of Transmittal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Distribute in accordance with Annex Z of the plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Maintain master copy and all coordination for the life of the basic plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>